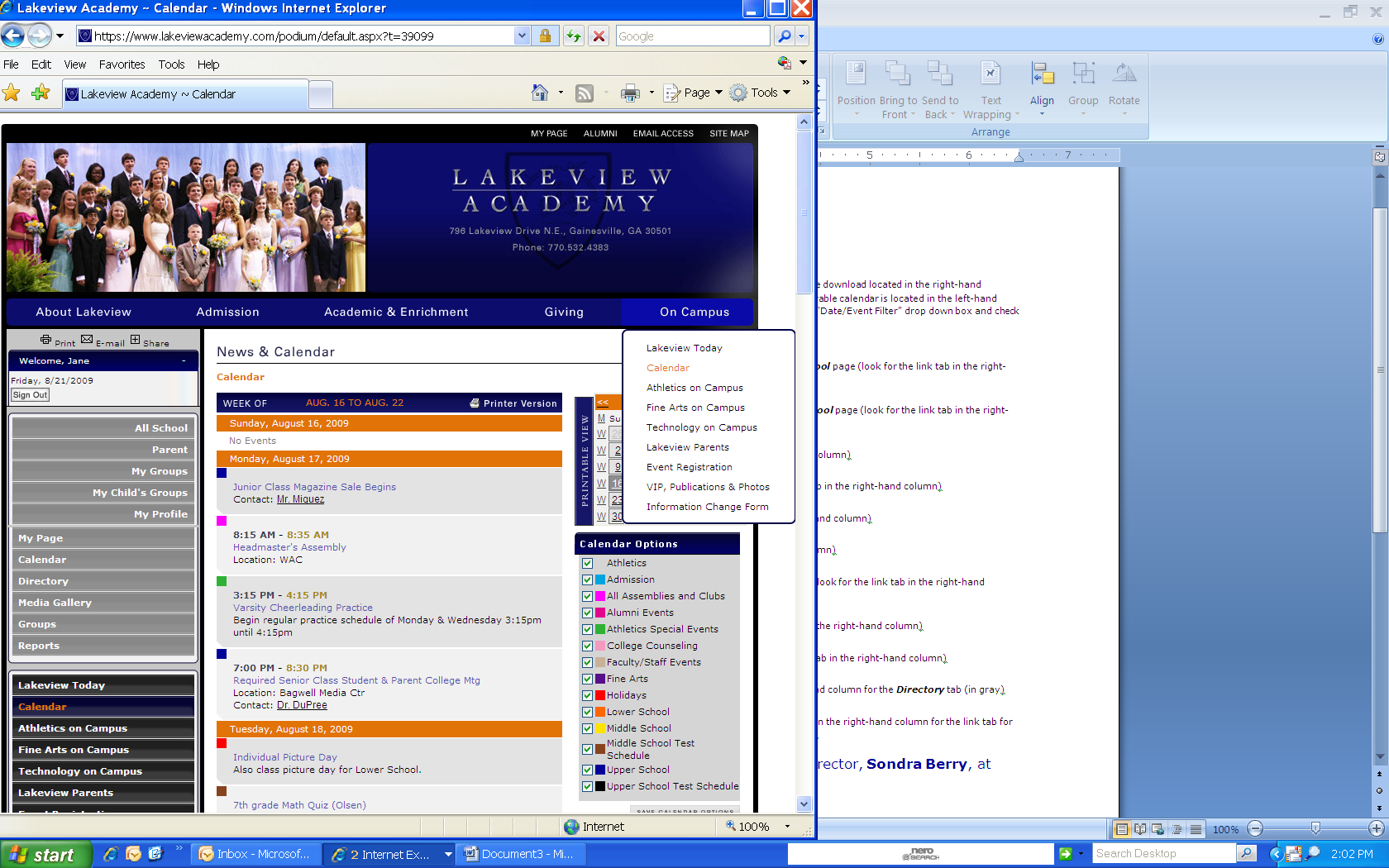
**Where Do I Find...  
  
The School Calendar?**  There are three available - ***Important Dates*** is a one-page download located in the right-hand column of the ***On Campus*** page.

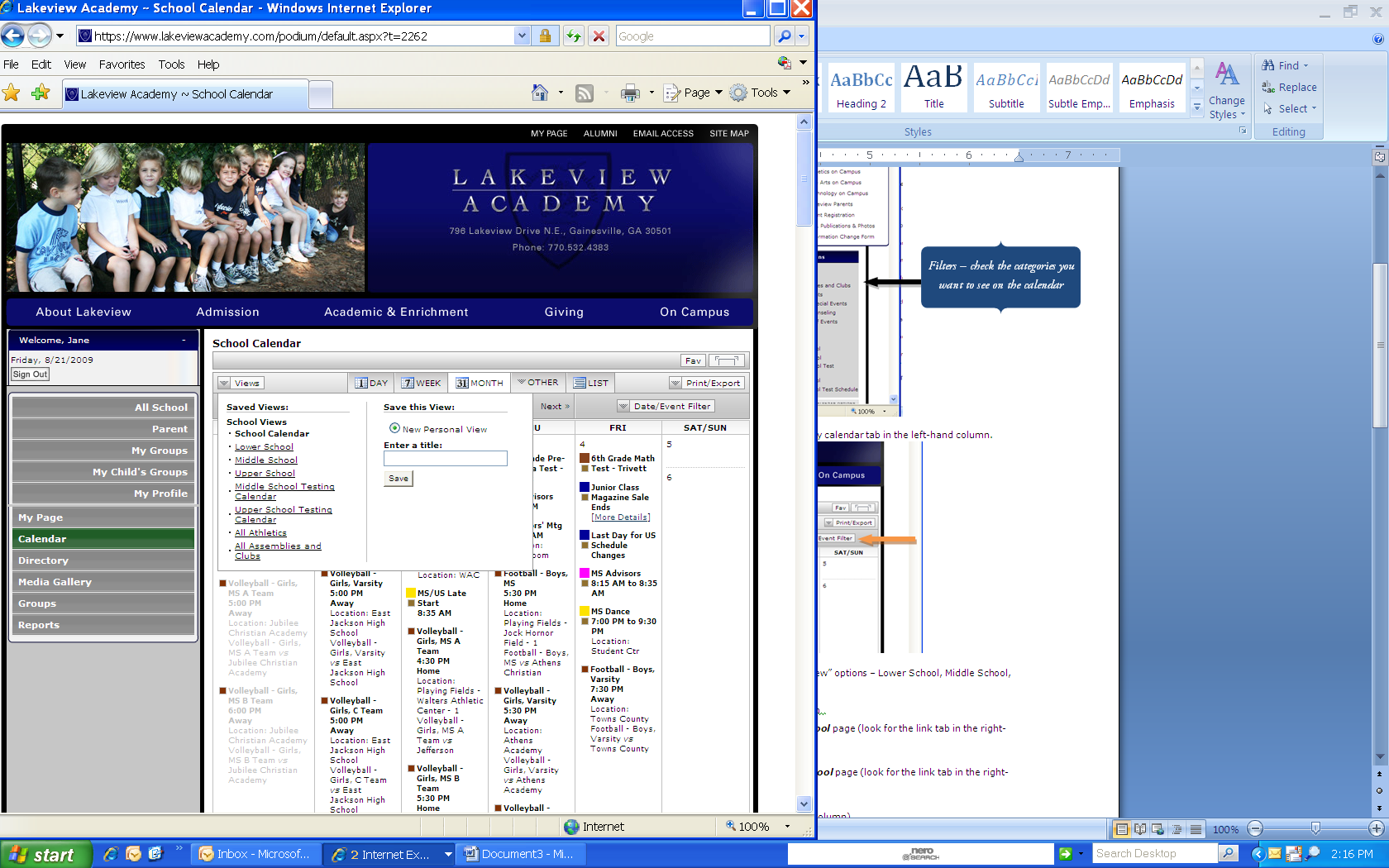
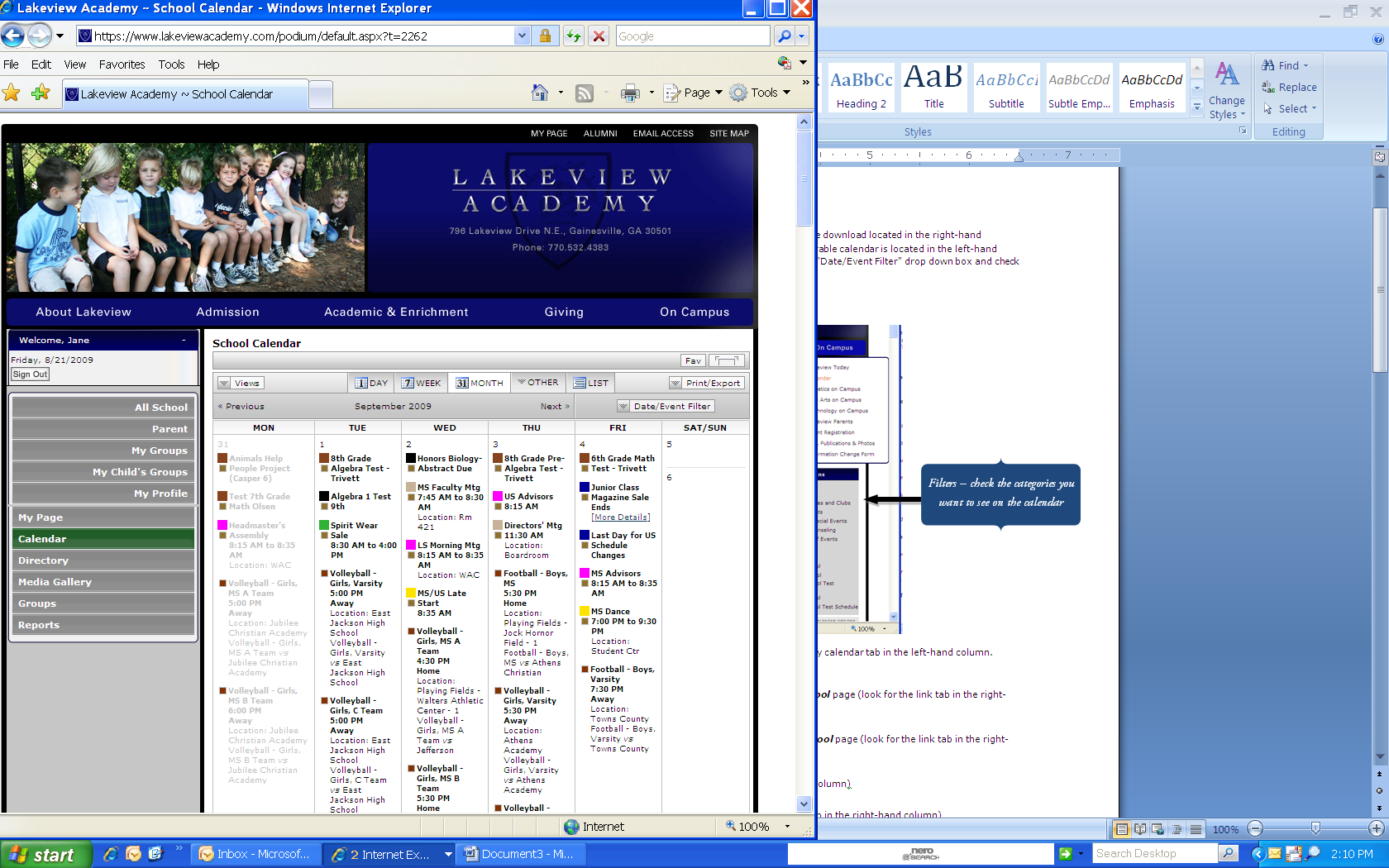
The public, school calendar is located under ***On Campus > Calendar***.  The online, filterable calendar is located in the left-hand column and can be accessed by clicking the **gray** "**Calendar**" tab.  Once there, you can click the "**Date/Event Filter**" drop down box and check the boxes of the event categories you want to see and filter out all the rest.

**Public Calendar**:

*Filters – check the categories you want to see on the calendar*

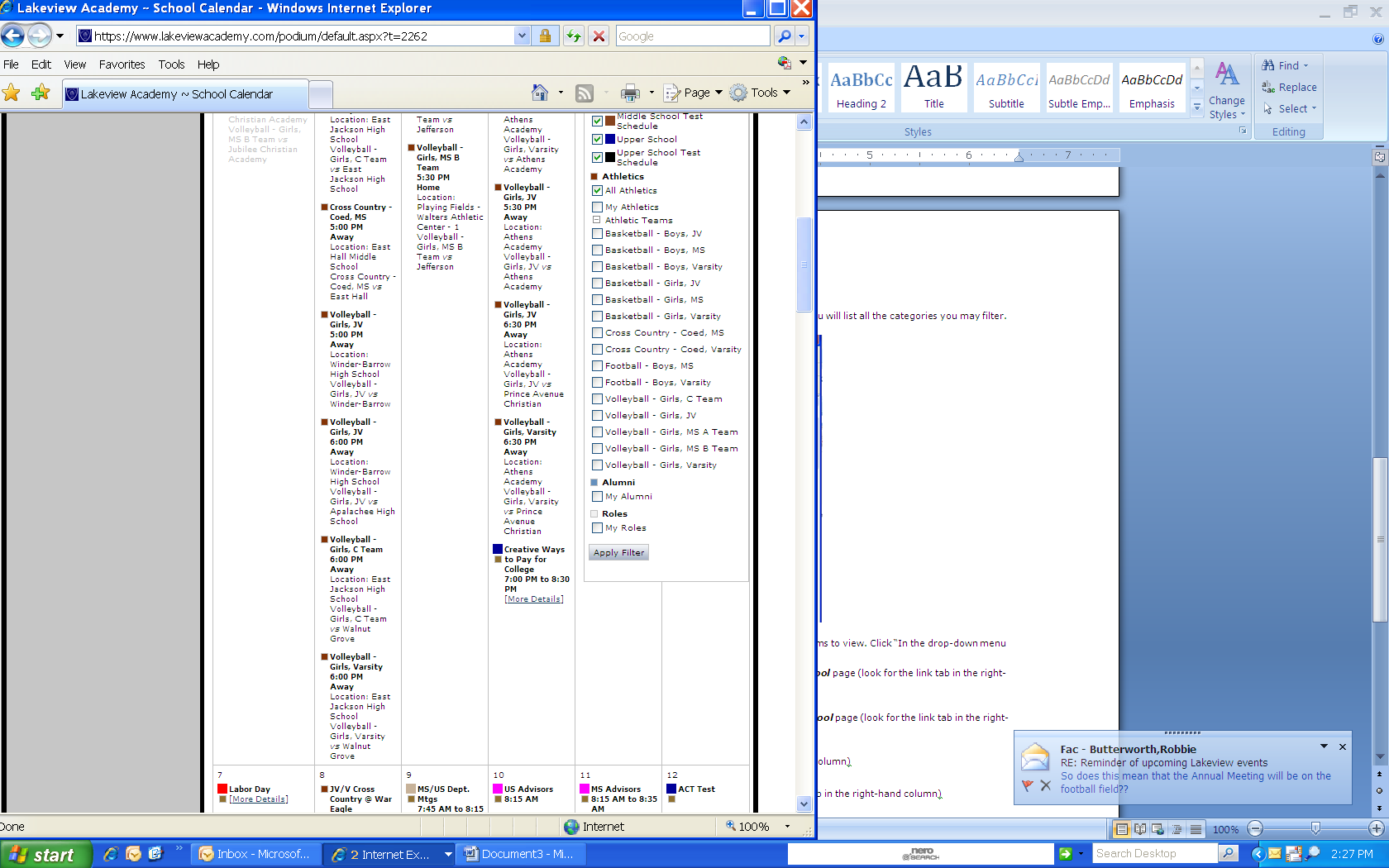
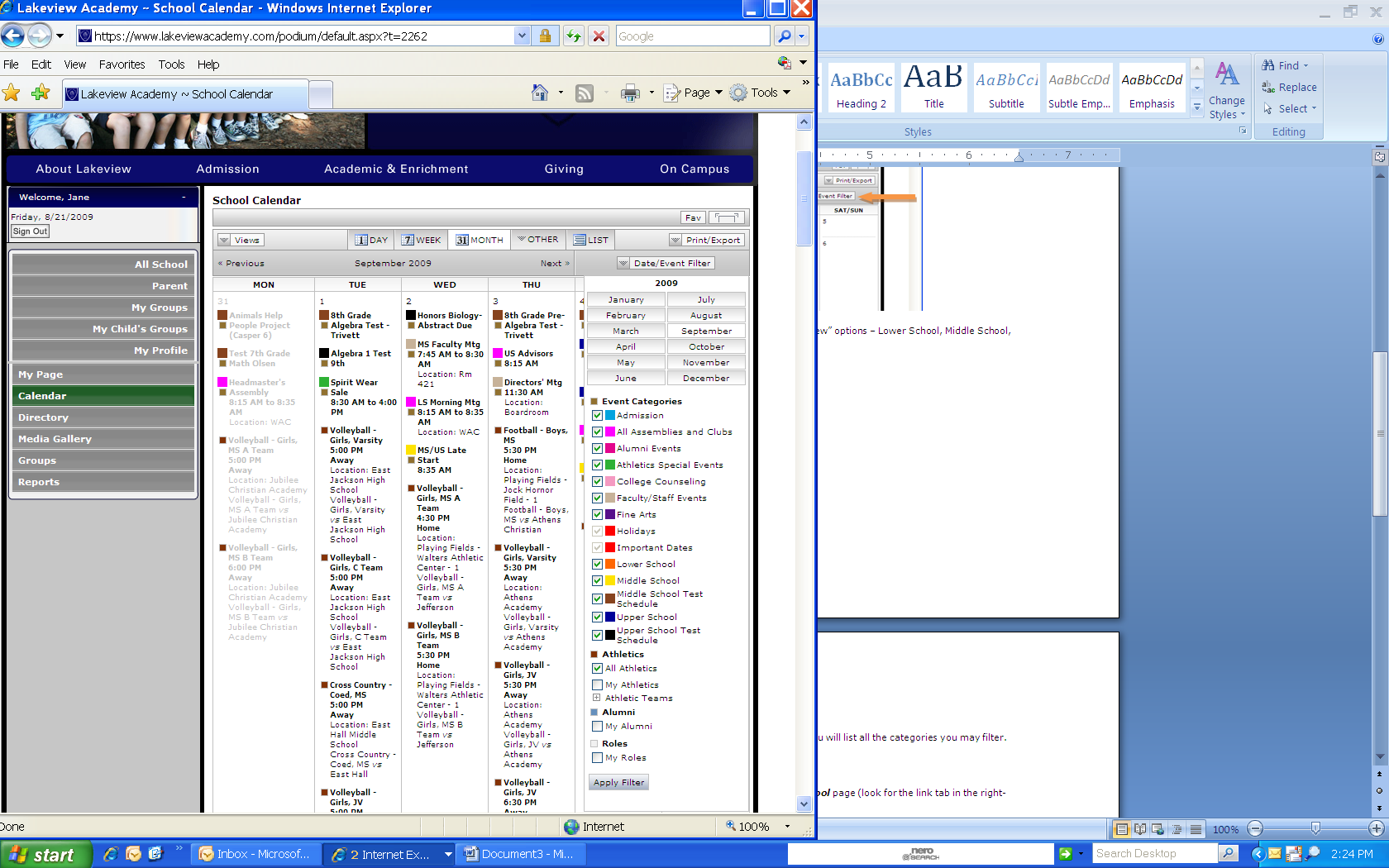


The **customizable calendar** is behind the password. Once you are signed-in, you will click the gray calendar tab in the left-hand column.



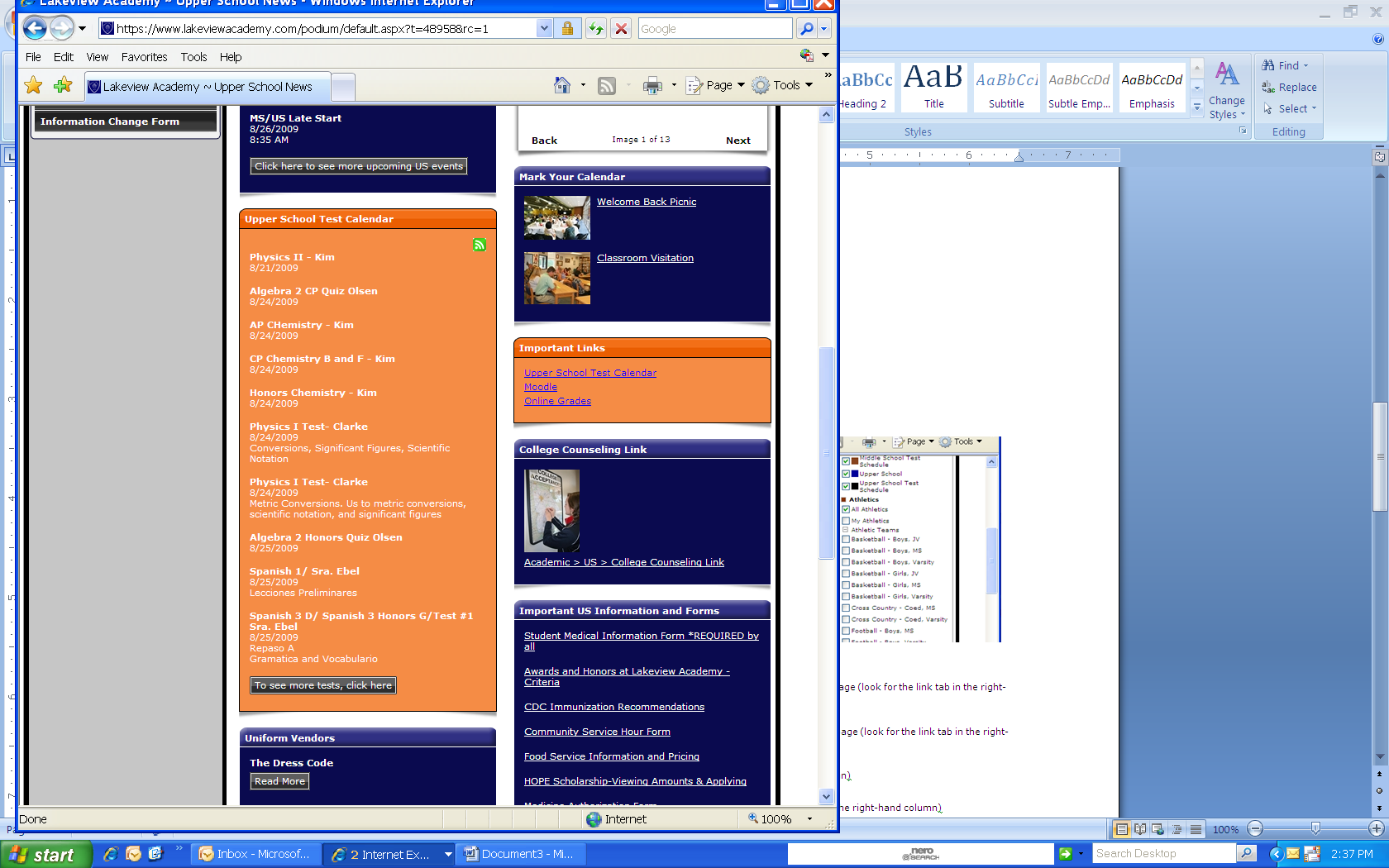
When you click “Views” (look for black arrow above), a drop-down menu will give you several “view” options – Lower School, Middle School, Upper School, Athletics, Assemblies, etc. Choose the pre-defined view you wish to see.

If you click “Date/Event Filter” (see the orange arrow in the above example), the drop-down menu will list all the categories you may filter. Make sure the category you wish to see has a check mark beside it.



From the Date/Event Filter drop-down menu, you can also specify specific sports and athletic teams to view. Click “Athletic Teams” in the drop-down menu to see the athletic teams with upcoming events. Check the boxes of the athletic events you wish to view. See the example to the right for more detail.

**Test Calendar for Middle or Upper School?  On *Campus > Middle****, or* ***Upper School***page. Look for the links tab in the right-hand column in the illustration below. It is marked with an blue arrow. There is an abbreviated test calendar for each division in the middle column (orange arrow)



Need more help finding something?  Call the Communication Director, **Sondra Berry**, at **770-531-2609** or [**email her**](mailto:sondra.berry@lakeviewacademy.com).